



**LOYOLA UNIVERSITY NEW ORLEANS**  
**College of Law**  
**Library Orientation**  
**August 15, 2012**

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**General Library Information and Policies**

Our Mission

The mission of the Loyola University New Orleans College of Law Library is to meet both the curricular and research informational needs of the School’s faculty and students. The Law Library achieves this mission through development of a carefully selected collection of traditional and electronic resources and a proactive program of efficiently and effectively delivering access to these collections.

Law Library Hours

When classes are in session, the law library is open during the following hours:

- Monday - Thursday: 7:30 am - 12:00 midnight
- Friday: 7:30 am - 9:00 pm
- Saturday: 9:00 am - 10:00 pm
- Sunday: 10:00 am - 11:00 pm

Between semesters, the library runs on a Break Schedule: the hours of operation during these times vary and will be posted on the first floor at the circulation desk. Library hours and other useful information are available on the law library web page at:

**<http://law.loyno.edu/library/>**

The reference desk, on the second floor of the law library, is staffed by the law school librarians ready to help you with any legal research questions you may have. During the school year, a reference librarian is at the reference desk during the following hours:

Monday - Thursday: 8:30am - 4:30pm and 5:00pm - 9:00pm  
 Friday: 8:30am - 4:30pm  
 Saturday & Sunday: 1:00pm - 6:00pm

Reference desk hours vary during semester breaks and for the summer term. The reference desk hours are also posted at circulation and on the library's web page.

Food and Drink, Cell Phones, and Noise Policies

Different rules apply on each of the three floors of the law library in regard to food and drink, cell phone use, and the acceptable level of noise.

	Food	Drink	Cell Phones	Noise
First Floor	Non-microwavable, vending-machine style food only (chips, candy, etc.)	Beverages in non-disposable, spill-proof containers (i.e., travel-style coffee mugs) may be consumed on any floor of the law library (but please, not in the computer labs).	Cell phone use permitted only in the circulation area.	Normal-toned conversations are acceptable.
Second Floor	No food of any sort allowed on the second and thirds floors.		Cell phone use permitted only outside Room 206 (library administration offices).	Please keep your voices at a whisper.
Third Floor			No cell phone use allowed.	Reserved for silent study; no unnecessary talking.

Please help us and yourselves by complying with these policies. They make the law library a more enjoyable and productive space for studying and research. The food and drink rules protect our collection and furniture: no one wants to sit in a chair or use a book that has coffee stains or food crumbs on it. We will give all first-year students a spill-proof mug or water bottle when you conclude one of the law library tours that will be offered during the first two weeks of classes.

Cell phone use and loud conversations on the second and third floor can be annoying to other patrons. Group study rooms are available to students who want to study together and not worry about disturbing other library patrons.

Smoking and smokeless tobacco are prohibited in the College of Law and all Loyola facilities.

## Computer Resources

There are two computer labs in the library. Though they are located here, they are run by the law school's Instructional Resources department and are administratively separate from the law library. For questions about the labs and about computer technology at the law school, contact:

Paul Hickey; Instructional Resources Coordinator  
861-5732  
phickey@loyno.edu  
Law School Room 153

There are also student workers who can assist you when they are on duty in the labs.

## **Learning Legal Citations**

As you will learn quickly in your first year of law school, the law itself has two basic origins. The first major body of law is composed of the **statutes or codes** resulting from the legislative process of government. They are reprinted in various formats throughout the stages of enactment and codification. The second source of law is derived from **judicial decisions or opinions** which result from cases in the court systems. These written decisions or opinions are reprinted in volumes known as reporters. **Secondary sources**, which analyze the law, consist of many other legal authorities which must be perused and verified when doing research to build the substantive case that supports the position argued. An understanding of the standard format which helps to locate law material is necessary before you begin this process.

### **Purpose of a Citation:**

A citation is a reference to specific legal materials or other secondary sources, which either supports or contradicts a given position. Citations are used when presenting arguments to the courts, or writing articles or books on law issues to establish or strengthen the position taken.

They should convey that thorough research has been done and the positions are well supported.

Readers should be able to review the cited sources to verify information or to learn more details from the authority.

Citations to legal materials follow a standard format so that the materials can be found by anyone using a law library. They consist of words, abbreviations and numbers that tell where to find the cited source. The researcher needs this for understanding an area of the law and conducting

further research. The citation must provide all the information necessary to **locate the source** and the reference in that source. Accuracy in a citation is essential. When reading the citation, the researcher should be able to **determine the authority** of the source, whether it is mandatory or persuasive. Finally, the citation should **show the strength** of the support for one's position or whether the authority contradicts the statement.

### **Examples of Citation formats:**

A. There are three basic parts of a citation:

1. **Name** of the case, a statute, or the title of an article

2. **Location** of the item in a set of legal materials:

*volume number, name of publication, page number*

3. A **date**

B. **A complete citation:**

Boulder v. Commonwealth, 610 S.W.2d 615 (Ky. 1980)

C. **Additional information in a citation may include the following:**

**Parallel citation:** an additional reference to a case which has been reported in more than one reporter.

Dow Chem. Co. v. Mahlum, 114 Nev. 1648, 970 P.2d 98 (1998)

If a case has only been published in one reporter, it will not have a parallel citation. Use parallel citations only if they are required by local court rules.

**Pinpoint citation:** the page on which a specific passage occurs, as opposed to the page where a case or article begins.

In re Estate of Hewitt, 721 A.2d 1082, 1085-1086 (Pa. 1998)

**Online citation systems:** the two electronic databases have developed a precise and uniform method of citation, which is available the moment a case is online.

LEXIS-NEXIS citation example: these are permanent and remain in the database:

Voyager v. JPL, No. 94-12345, 1994 US App LEXIS 3112, at \*3 (9th

Cir. May 7, 1994)

WESTLAW citation example: once a case pagination is assigned by West in the National Reporter System, the database citation is eliminated.

Voyager v. JPL, No. 94-12345, 1994 WL 78910, at \*3 (9th Cir. May 7, 1994)

#### **D. Public Domain Citation**

Recently, several jurisdictions have adopted the public domain citation, which is a format-and-vendor neutral citation. Louisiana has adopted the public domain format for appellate court decisions after December 31, 1993:

The Louisiana Public Domain Citation consists of:

Case name, docket number excluding letters, court abbreviation, month, day and year of issue and the parallel citation to West's Southern Reporter

1. Example of Louisiana public domain citation:

Smith v. Jones, 93-2345 (La. 7/15/94), 650 So. 2d 500

2. Pinpoint public domain citation:

Smith v. Jones, 94-2345, p.7 (La.7/15/94), 650 So. 2d 500, 504

3. Example of pre-1994 Louisiana citation:

Smith v. Jones, 645 So. 2d 321 (La. 1990)

**E. Other examples of citations follow:**

1. Cases from different courts:

**A. United States Supreme Court**

Brown v. Board of Education, 347 U.S. 483 (1954)

**B. Federal District Court**

Brown v. Board of Education, 98 F. Supp.797, (D. Kan. 1951)

**C. State Court-Supreme Court, Appellate Courts**

People v. Armour, 590 N.W.2d 61 (Mich. 1999)

Harrison v. Alago, 608 N.Y.S.2d 118 (App. Div. 1993)

2. Statutes:

**A. Session Law**

Freedom of Information Act, Pub. L. No. 89-487, 80 Stat. 250 (1966)

**B. Code**

Freedom of Information Act, 5 U.S.C. Â§552 (2000)

3. Regulation:

**A. Promulgated**

60 Fed. Reg. 50,379 (Sept. 29, 1995)

**B. Codified**

16 C. F. R. §444 (1995)

**What is a legal citation manual?**

A legal citation manual is a guide to the format of legal citations, and it serves as the reference for accepted citation practices.

*The Bluebook: A Uniform System of Citation*, now in its 19th edition, is the best known and most widely used citation manual. It has been the authoritative guide to legal citation for over seventy-five years. Prepared jointly by law review editors at Columbia, Harvard, Pennsylvania and Yale, this manual was not designed to be a teaching tool, and it has been considered to be overly complex. It is still the standard used in the courts and by law reviews, however, so it is a very important tool.

The *ALWD Citation Manual: A Professional System of Citation*, 4th edition, was created by the Association of Legal Writing Directors because a citation manual was needed that was easier to use for both teaching and learning. It has become widely used in law schools so that students may grasp the concepts of citation as they learn the law.

In both manuals, abbreviations are the basis for citation format. Citation manuals provide useful tables and appendices. A mastery of a minimum set of abbreviations should be obtained as soon as possible; the reporters for federal decisions, the codified federal statutes and regulations, and those of regional reporters of state decisions. Learning to read legal citations will become easier as you read assignments in your law school classes. If you have questions or need further guidance, ask your reference librarians. We are here to help you.

## Study Aids

Many law students “can't see the forest for the trees.” This is understandable, since casebooks focus on individual trees, not the whole forest. Fortunately, books that paint many views of the forest are readily available. They range in use from a simple pocket identification guide to a complete manual for an arborist.

The **Nutshell** series contains pocket-sized basic overviews of many areas of law. West advertising states “When time is critical, crack open a Nutshell!” Many works are fewer than 200 pages. Before a semester begins, reading a Nutshell guide can provide a preview of what will be covered. Sections may cite to a single leading case. The series is not viewed as “scholarly.”

The **Legalines** series is a collection of detailed case briefs which are matched to individual casebooks. It should not be a substitute for reading the casebook, although students have done this. It does not prepare the student to “think like a lawyer.”

The **Emanuel's** series has changed over the years. Its outline format can be useful to the student who is preparing her own class outline. The end of each chapter contains exam tips on how to spot issues, structure and phrase answers, etc. Each work also contains sample essay, short answer, and multiple choice questions and answers.

The **Examples and Explanations** series has a different approach. A legal concept is first discussed, and then followed by a fact pattern. The “explanation section” then analyzes the fact pattern in light of the legal concept which was just discussed. This series also helps prepare the student to successfully approach exam questions.

The **Understanding** series contains brief treatises designed for law students. The goal of **Understanding Torts**, as stated in the preface, is to “provide a readable and concise treatise without oversimplifying the rules or the policy considerations that affect those rules.” It is under 500 pages in length. Authority is cited, but the authors do not wish to “overburden the reader with excessive footnotes.” This a useful reference that the student can use throughout the year. The library has 29 volumes of this series, most of which are kept on Reserve.

The **Hornbook** series is the treatise collection that everyone uses and cites. Many authors in this series are recognized as top scholars in their fields. Legal principles are explained and analyzed in a clear, detailed manner. Each page is heavily footnoted, including references to case law, statutes, restatements, law review articles, and reports. A Table of Cases allows the reader to look up a particular case. A hornbook may be around 1000 pages in length.

For some jurists, a particular hornbook *is* the law. For example, William L. Prosser's fourth edition of his Handbook of the Law of Torts, published in 1971, is still used in the classroom and is still cited by appellate courts. The **Hornbook** series is the only “scholarly” series of study aids.



## **Exam Preparation**

The law library provides two resources that are particularly useful when studying for exams: copies of old exams, and group study rooms.

### Old Exams

The library has copies of many previous exams given by Loyola professors; they are available at the circulation desk, through the on-line catalog, and in the copy rooms on the second and third floors. Note that not all professors make their old exams available, and not all exams are available in all three places.

These old exams can allow you to experience both the possible style of questions a professor asks and can assist you in determining how proficient you are in answering questions you may possibly face during your exam. Also, some old exams include sample answers, but most do not.

### Study Groups & Study Rooms

Study groups are a useful tool for law students to help each other learn the law. The law library helps to support study groups by providing six study rooms and two Audio/Video rooms that students can use for group study. The keys to these rooms can be checked out from the circulation desk for a period of up to four hours. Also, sign-up sheets are available at 6:00pm; these can be used to reserve a room for the next day. Besides the study rooms, groups of students can also study together in the first floor of the library, as long as conversations are kept at a normal, reasonable level of volume.

## **CALI Lessons**

CALI (“Computer Assisted Legal Instruction”) Lessons are self-guided computer tutorials about legal subjects that you can either load and run locally on your computer or run through the web with your computer, smartphone, iPad or other tablet. There are over 850 CALI Lessons on over forty-five different legal subjects, including dozens of lessons on all first year legal subjects like torts, property, and civil procedure. These detailed, interactive tutorials were written by law professors from around the country who are among the top experts in their fields. The lessons can be run at your own pace and they offer immediate feedback through multiple-choice, matching, short answer and other types of questions.

We provide our students free access to CALI lessons through either of two methods. The first is with a DVD-ROM of all the CALI lessons, which you can install and run on your computer, and the second is the CALI.Org web site, where you can run any of the lessons on-line, after registering there with our law school’s access code. Both the DVD-ROM discs and the access code can be picked up at the circulation desk in the law library.

**Online Resources** - <http://law.loyno.edu/library/online-resources>

ALI Collection: Includes Model Penal Code and the Restatements), and U.S. Congressional Documents Collection (includes the Congressional Record).

CIS Congressional Universe provides comprehensive access to United States legislative information which is available from the publisher, Congressional Information Service, Inc. (CIS). This is an excellent resource for compiling federal legislative histories or for researching the changes and attempted changes in federal laws.

E & E Publishing 's suite of publications includes ClimateWire, E&E Daily, Greenwire, E&E News PM, and LandLetter.

Fastcase Libraries include primary law from all 50 states. The Fastcase collection includes cases, statutes, regulations, court rules, and constitutions. Fastcase also provides access to a newspaper archive, legal forms, and a one-stop PACER search of federal filings through content partners.

HeinOnline is another source for periodical articles in full text. The purpose of HeinOnline is to provide electronic access to pre-1980 legal periodical literature which is generally not available from any other online source, although more recent articles are also included. It is searchable by journal title, article title, author, and full text. HeinOnline has a multitude of different databases, please see our website for more details.

The Index to Foreign Legal Periodicals (IFLP) is a multilingual index to articles and book reviews which appear in nearly 540 legal journals published worldwide.

The Index to Legal Periodicals & Books is an index to articles from legal periodicals, law reviews, bar association journals, university publications, yearbooks, institutes, and government publications from 1980 to the present. It also indexes law books published since 1993.

IntelliConnect is an online platform designed to automatically search the entire CCH library. IntelliConnect resources are primarily in the business and tax law fields.

LegalTrac provides access to articles in all major U.S. law reviews, law journals, some law and bar association journals, and legal newspapers, as well as some foreign and international titles.

The Max Planck Encyclopedia of Public International Law (MPEPIL) online edition, edited by Rüdiger Wolfrum, is a fully updated online edition of the Encyclopedia of Public International Law published in print between 1991 and 2001 under the general editorship of Rudolf Bernhardt.

Oxford Scholarship Online offers full-text access to thousands of academic monographs from key disciplines in the humanities, social sciences, sciences, medicine, and law.